

City of Las Vegas Career Opportunity

Applications are being accepted for a full-time **Information Specialist Supervisor** for the City of Las Vegas Public Police Department.

Entry Level: Per Pay Plan

Nature of Job: This position has responsibility for directing an efficient and effective Records Management program. Plans, develops, edits and directs all data processing and scanning activities for the Police Records Department. This position is responsible for the supervision, scheduling and training for all of the Information Specialist positions as well as provide additional support when necessary. (A detailed job description is available at the Human Resource Office.)

Qualifications: High School Diploma or equivalent. Minimum of two (1) years experience in supervision. Prior experience in law enforcement preferred. Must get NCIC and CJIS certification through the Department of Public Safety within 1 (one) year of employment. Must possess a valid NM driver's license and be insurable by the City's insurance carrier.


Deadline: UNTIL FILLED. Applications are available at the Human Resource Division, 1700 North Grand Ave., Las Vegas, NM or www.las-vegas.nm.us. Please return completed application along with any necessary paperwork to the Human Resource Division.

Posted: In-house December 29, 2011 – January 6, 2012
General Public: January 9, 2012 – January 16, 2012

In-house: Defined as any seasonal, temporary, part-time or full-time non-probationary employee currently employed by the City of Las Vegas; A letter of interest is to be submitted to the City Manager and copied to the Human Resource Division as well as the respective department of interest and your current department.

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline to include probationary employees. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:


Timothy P. Dodge, City Manager


Human Resource Manager